

For Office Use Only

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App#
Action

Req.
Grant

Harford County Department of Community Services
Community Development Division
319 South Main Street
Bel Air, Maryland 21014

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
HOME INVESTMENT PARTNERSHIP (HOME)
APPLICATION
FY2015
(July 1, 2014 – June 30, 2015)**

Please read all instructions before completing this application. NOTE: Submit the original **TYPED** and signed application, plus one (1) complete copy by February 10, 2014 at 5:00 p.m. After your application is reviewed, you may be asked to clarify or augment information. Incomplete or incorrectly completed applications will be returned. ****If you are applying for HOME funds and seeking to be certified or recertified as a Community Housing Development Organization ("CHDO"), you must fill out the HOME CHDO Application/Recertification separately from this CDBG/HOME Application.***

ORGANIZATION INFORMATION

1. Applicant Organization name:
2. Address:
3. Primary Contact Person:
4. Title:
5. Phone: Fax: E-mail:
6. Type of legal entity (check one):
 - ☐ Nonprofit organization (501(c)(3)) - Legal name:
 - ☐ Individual:
 - ☐ Corporation incorporated in the State of:
 - ☐ General partnership created in the State of :
 - ☐ Limited partnership created in the State of:
 - ☐ Limited Liability Company created in the State of:
 - ☐ Other:

7. Description of Applicant's Business:

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8. Role of Applicant in proposed transaction:

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9. A list of general and limited partners, shareholders or members of the Applicant, and the percentage share of ownership of each, is as follows:

Partner, Shareholder or Member	Nature of Interest	Percent Ownership
		%
		%
		%
		%
		%
		%
	Total	100%

MEETING HUD CRITERIA

10. Which HUD criteria does the project meet (check below)?

☐ Benefit low-and moderate-income persons (select activity(s) below)

Affordable Housing

Job Creation

Serves a limited clientele population

☐
☐
☐

☐ Eliminate slum or blight

☐ Meet urgent community development needs

11. If this project meets the affordable housing criteria, will this project:

Create homeowners

☐

Number of units:

Rental housing

☐

Number of units:

New construction

☐

Yes

☐ No

Rehabilitation

☐

Yes

☐ No

Proposed period housing will remain affordable:

5 yrs ☐

10 yrs ☐

15 yrs ☐

20 yrs ☐

OTHER FUNDING SOURCES

12. List other organizations to which you have applied or intend to apply for project funding. Note the amount you are requesting and the status of the request.

Organization	Amount Requested	Status (pending, funded, declined)

13. **For non-profits only:** Describe non-cash donations (in-kind services, space, materials, volunteer labor, etc) designated to this project.

Organization	Donation	Estimated value
		\$
		\$
		\$
		\$
		\$

PROJECT READINESS

14. Is this project ready to start now? ☐ Yes ☐ No
**Preference may be given to projects that are ready to begin immediately.*

15. When would work begin on this project? (Month/year)

16. Is this a multi-year project? If yes, how many years?

17. Please provide a timeline below with start and completion dates for major projects steps:

Activity	Start date (Month/year)	End date (Month/year)

PROJECT DETAILS

18. Where will the proposed project be located? Please provide complete address.

19. How and why was the location selected?

20. Whom will the project serve when completed? If housing, please provide total number of units, the number of units designated to low-to-moderate income households.

PROJECT COSTS

21. Proposed Financing:

22. Total Amount of CDBG/HOME assistance requested: \$

23. Estimated costs to be financed (complete table below)

Activity	Estimated cost	Amount to be financed with CDBG/HOME
Acquisition of Land (not including and existing buildings or other improvements on land)	\$	\$
Acquisition of existing buildings (or other improvements)	\$	\$
Renovation (to existing buildings or other improvements)	\$	\$
Site preparation	\$	\$
Construction	\$	\$
Acquisition of machinery & equipment	\$	\$
Renovation to machinery & equipment	\$	\$
Architectural fees	\$	\$
Engineering fees	\$	\$
Bonds and insurance	\$	\$
Interest on funds advanced during Construction	\$	\$
Legal fees	\$	\$

Reserve fees	\$	\$
Application fees, printing costs, closing costs & miscellaneous	\$	\$
Other:	\$	\$
	\$	\$

24. Value of land, exclusive of any buildings and/or other improvements, is based on the following:

- ☐ appraisal (attach a copy, if available)
☐ contract of sale (attach a copy, if available)
☐ value for real estate purposes
☐ other

If the amount to be financed with the CDBG/HOME, as set forth in Section B above, is less than the total cost of the facility, what are the intended sources of other funds needed to complete the facility (complete table below)?

Financing tool	Amount
Conventional loan	\$
Equity	\$
Earning from bond investment proceeds	\$
Like-kind exchanges	\$
Cash flow from facility	\$
Other:	\$
Other:	\$
Total Sources of other funds	\$

Note: The total sources of funds should equal the total estimated cost of the facility from previous page.

25. Is the proposed project currently occupied by residents? ☐ Yes ☐ No

26. Will the residents be affected by construction? ☐ Yes ☐ No

If so, describe how below:

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27. Has construction work begun on the proposed project? ☐ Yes ☐ No

28. Do you presently own the proposed site? ☐ Yes ☐ No

If so, please list name and address of each lien holder or mortgagee, as well as the amount of each lien below.

Name and address of lien holder/mortgagee	Amount of lien
	\$
	\$
	\$
	\$
	\$
	\$

29. Is there a relationship, legally or by common control, between the Applicant or proposed project occupants and the seller of the property? ☐ Yes ☐ No

30. Are any of the parties listed as a debarred or suspended contractor? ☐ Yes ☐ No

31. Do you anticipate requiring any new hires for this project? ☐ Yes ☐ No

ADDITIONAL INFORMATION REQUIRED

Please attach one copy of the following materials to your application package. If it is not attached, your application will be returned. **This requirement also applies to organizations currently receiving funding.**

- ☐ Documentation of legal entity
- ☐ Screen shot of Maryland State Department of Assessment and Taxation showing your organization's good standing – go to web site:
http://sdatcert3.resiusa.org/UCC-Charter/CharterSearch_f.aspx
- ☐ Most recent financial statement for fiscal year 2013 or 2014 (quarterly or monthly), including income and expenses
- ☐ Financial summary statement or audit statement for fiscal year 2013, signed by a professional accountant or your organization's fiscal officer
- ☐ Names, addresses, and organizational affiliations of current board of directors
- ☐ Resumes of principal administrative staff, including current job descriptions and functions.

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AUTHORIZED SIGNATURE

I certify that all information contained in this application and these attachments are true and accurate.

Please type or print name/title: _____

Authorized signature: _____ Date: _____

All applications and supplemental information must be delivered to:

**Harford County Department of Community Services
Community Development Division
319 South Main Street
Bel Air, Maryland 21014**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) & HOME INVESTMENT PARTNERSHIP (HOME) CONDITIONS

All Federal funds shall be used in accordance with the eligible goals and objectives contained herein and no portion of the funds shall be used to promote or further non-secular purposes.

All construction projects are subject to federal environmental review requirements, minority & women-owned business requirements, Section 3 requirements and Davis Bacon Wage rates.